



## MARSHALS DIVISION

*"To Serve and Protect with Dignity and Respect"*



## PERSONAL SECURITY

- ❑ These guidelines are not all-inclusive and should not supplant other effective safety measures you may already be using.
- ❑ Use these guidelines to reduce your vulnerability.
- ❑ Trust your instinct that something may be wrong and take appropriate action.

### SECURITY AT HOME

#### NEIGHBORS

- Know your neighbors and learn who can be called for assistance. Keep a list of their phone numbers.
- Use only first initials and last names on mailboxes and in phone books.

#### KEYS—LOCKS

- Change the locks when you move into a new residence.
- Don't hide spare keys outside. If you choose to do so, don't put them near the door. Make the hiding spot as obscure as possible, and don't tell anyone where it is.
- Always lock doors when doing yard work or otherwise spending time in the yard. Keep your keys with you at all times. If you have a portable phone, take it with you.

#### VISITORS AND OTHERS

- Check identification of repair people, salespeople, utility workers, or others who come to the door. Don't hesitate to refuse entrance if something feels wrong or if they cannot provide proof of their identity.
- If you let someone in and have second thoughts, be assertive. Tell them to leave or leave yourself. Pretend you are not alone.

#### BE CAUTIOUS ABOUT ABSENCES

- Instruct children and babysitters not to give out information about who is home, who is out, or how long they will be gone.
- Avoid things that advertise your absence. Don't leave notes on your door. Remove solicitor's material from your doorknob. During vacations, cancel your newspaper and mail, or have a trusted neighbor pick them up.

#### RETURNING HOME

- If you suspect your home has been broken into, don't go in; go someplace else and call 911.

## SECURITY IN YOUR VEHICLE

### BEFORE YOU DRIVE— CAR CONDITION

- Keep your car well maintained.
- Always keep your gas tank at least half full.
- Purchase or lease a cell phone. Keep it charged or buy a cigarette lighter adapter for power and recharging.

### DRIVING

- Be observant and aware of your surroundings at all times.
- Keep car doors locked and windows closed at all times.
- Don't pick up hitchhikers.
- Don't stop to help a stranger in a stalled vehicle. Go to a safe place and report it to police.
- If you are being followed, don't go home. Drive to a place with people around—a police or fire station or an open gas station.
- If someone tries to break into your car while you are in it, honk the horn in short and long bursts and try to drive them away.

### CAR TROUBLE

- If you have car trouble, raise the hood and stay in the vehicle. If someone offers assistance, either roll the window down just enough to talk to them or write them a note. Ask them to phone the police.

### PARKING

- Park in well-lit areas that are close to your destination.
- Always lock vehicle when unattended.
- If you leave your keys with a parking attendant or at a service station, leave only the car (not your house) key. If possible, leave a "valet" key (one that doesn't work on the trunk), and put your valuables in the trunk. Take your garage door opener, registration, and insurance card with you.
- Alternate parking places rather than park in the same place every day.

### RETURNING TO YOUR VEHICLE

- Always have your keys ready to unlock the car door and enter without delay. You can appear vulnerable if you look for your keys as you approach your car.
- Carry a small light on your key chain to see the car or house door lock easier.
- If security staff are available to walk you to your car, don't be embarrassed to ask for an escort. Most major malls offer this type of service.
- Check inside your car before getting in. Be sure to check the back seat.
- Look for any signs of tampering with your vehicle.

## SECURITY ON THE STREET

### STAY WITH THE CROWD

- Stay on populated, well-lit streets.
- Avoid secluded, dark or deserted areas and businesses.
- Avoid shortcuts through alleys or vacant lots.
- On public transportation, sit near the driver.
- If you have taken a ride in a cab or from a friend, ask the driver to wait and watch until you are safely inside your destination.

### PAY ATTENTION

- Walk confidently. Look around. Be aware of your surroundings. Make eye contact. Make it difficult for anyone to take you by surprise.
- Be cautious about revealing cash or credit cards.
- Don't wear headphones that may block your ability to hear someone approach you.

### BAGS—PACKAGES

- Try to limit the number of items you carry.
- Carry handbags or packages close to your body so they can't be easily grabbed.

### BE READY TO ACT

- Trust your instincts, and don't hesitate to remove yourself from any situation. Be willing to make a scene or create a disturbance if necessary. Your safety may depend on a quick and decisive action.
- Carry something that can make a loud noise that can scare off possible attackers.

## SECURITY WHEN TRAVELLING

### STAYING AT HOTELS

- Be aware of all emergency exit locations.
- Sleep away from street side windows.
- Arrange knock signals for entry.
- Answer telephone "hello." Do not use your name.
- Leave lights on when room is vacant. Pull curtains.
- Look before you exit.
- Keep your room key in your possession at all times.
- Do not give room number to strangers.

### AT AIRPORT TERMINALS

- Pass through the airport security checks as quickly as possible.
- Don't wear or carry metal objects that trigger the metal detector gateway. Don't place your bag on the X-ray scanner until you are sure you can clear the gateway. Watch your bag and retrieve it quickly.
- If possible, sit with your back against a wall in open areas.
- Be a "people watcher." Be alert to suspicious persons or activities.
- Never leave bags unattended even for a few minutes.
- Never agree to watch bags for strangers.
- Notice emergency fire exits near you.
- Be aware of how to use internal airport telephone system to contact emergency personnel.

## SECURITY IN THE WORKPLACE

### PROTECT YOUR THINGS

- Keep all personal belongings, backpacks, briefcases or purses close to where you are working. If you leave the area, even for only a short time, secure them in a locked drawer or cabinet, or have a coworker watch them.

### AVOID CONFRONTATIONS

- Don't allow yourself to be drawn into arguments or shouting matches with coworkers or the public.

### SAFETY & SECURITY

- Be alert to suspicious persons in your area. If anything appears to be not quite right, contact authorities.
- Remember: The safety and security of your workplace is everyone's responsibility—it's a team effort.

## SECURITY DURING TIMES OF HIGH NATIONWIDE ALERT STATUS

### INCREASE AWARENESS

- Do not establish any sort of pattern.
- Alternate shopping locations.
- Avoid crowded areas.
- Be especially alert exiting bars, restaurants, etc.
- Know emergency phone numbers for police, ambulance and local public safety (usually 911).
- Ensure cell phone is fully charged.
- Note location of nearest hospital.

### BOMB AND CHEMICAL THREATS

- Be suspicious of objects, liquids or powders found around the house, office or auto.
- Check mail and packages for:
  - ❑ Unusual odors
  - ❑ Too much wrapping
  - ❑ Bulges, bumps or odd shapes
  - ❑ Protruding wires or strings
  - ❑ Unusually light or heavy packages
  - ❑ No return or unfamiliar return address
  - ❑ Incorrect spelling or poor typing
  - ❑ Items sent "registered" or marked "personal."
- Do not touch, taste, smell or pass around any unknown substance, liquid or powder, especially anything received from unknown sources.
- Isolate suspect letters or packages
- Clear the area immediately
- Notify local authorities.
- Do not immerse packages in water. This may cause them to explode.

**STAY ALERT!**

**THE LIFE YOU SAVE MAY BE YOUR OWN.**